

**Jefferson County
Position Description**

Name:		Department:	Sheriff's Office
Position Title:	Accounting Assistant I	Division:	Jail
Pay Grade:	01	FLSA:	Non-Exempt
Date:	October 2023	Reports to:	Captain

Purpose of Position

The Accounting Assistant I position within the Sheriff's Office serves to provide essential support in financial and accounting functions, ensuring the accurate and efficient management of fiscal records and related tasks.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Generates comprehensive reports for debt interception procedures.
- Composes and mails debt notification letters, ensuring clarity and compliance with established procedures.
- Facilitates the submission of outstanding debts to the Wisconsin Department of Revenue (WI DOR) in accordance with regulatory guidelines.
- Monitors, modifies, and rectifies debts previously reported to WI DOR to maintain precision and compliance.
- Organizes and manages spreadsheets and records related to debts reported to WI DOR.
- Invoices inmates for incurred charges related to over-the-counter and prescription medications, upholding transparency and adherence to relevant policies.
- Screens and sorts both incoming and outgoing mail, directing correspondence to the appropriate personnel or departments.
- Prepares detailed reports for the Jail Captain, including those specific to the State Criminal Alien Assistance Program (SCAAP).
- Acts as a valuable backup resource when required, ensuring the seamless continuation of critical financial and administrative tasks.
- Complies with County HIPAA Policies and Procedures.
- Adheres to and promotes safety as a priority in the workplace.
- Demonstrates dependable attendance.
- Performs other duties as assigned or as may develop.

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

- None.

Minimum Training and Experience Required to Perform Essential Job Functions

- High School diploma or equivalent required, with a minimum of 12 months of relevant experience, or equivalent combination of education and experience.

Preferred Training and Experience Required to Perform Essential Job Functions

- High School diploma or equivalent required, with a minimum of 1 – 2 years of relevant experience; or an Associate's degree in a relevant position; or equivalent combination of education and experience.

Other Requirements

- Submission of fingerprints as part of an FBI criminal background check.
- Completion of Security Awareness Training

Knowledge, Skills, Abilities

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
- Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions.
- Ability to deal with problems involving a few concrete variables in standardized situations.
- Knowledge of accurate record-keeping and accounting and bookkeeping processes in accordance with regulatory mandates and economic practicality.
- Knowledge of County government organization and operation and interrelationships between governments and the community.
- Knowledge of laws, government regulations, and agency rules as they relate to government accounting and budgeting.
- Knowledge of principles and processes for providing customer service. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Knowledge of administrative practices and procedures; business English, spelling, grammar; operation of office equipment; word processing, databases, scanning, presentation, and spreadsheet software.
- Skill in prioritizing workload, developing action plans and meeting deadlines.
- Skill in operating a personal computer, laptop, and other department office equipment using applicable department software, Microsoft products, web-based systems, and performing data entry.

Supervision

- None.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable

individuals with disabilities to perform the essential duties and responsibilities. While performing the duties of this position, the employee is regularly required to sit; use hands to finger, grasp, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to stand; walk; climb or balance and stoop, kneel, crouch, or crawl. Lifting, moving, pushing, or pulling up to 10 pounds does not generally occur, but may occur when lifting boxes, books or paper. Specific vision abilities required by this job include close vision, color vision, depth perception and ability to adjust focus, distance vision.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this position, the employee is not regularly exposed to adverse conditions. The noise level in the work environment is usually moderate.

Jefferson County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act as Amended, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand the duties of this job description and, by signing below; I agree that I can perform the duties of this position with or without reasonable accommodation.

Employee

Date

Supervisor

Date